Podcast Producer



Project Title	Podcast Producer
Project Summary	The DME Interns team is seeking a podcast producer to join our team. This person will be responsible for the technical aspects of producing the DME Interns audio / video podcast. This individual may also be asked to assist with production of the VA's official podcast, Borne the Battle.
Country	United States

Project Description

The DME Interns team is going to be starting up a podcast and we need a highly skilled producer to help make it amazing. The podcast is not yet named, but will be interviewing Veterans to learn about their time in service to our country. It is expected to be a seasonal podcast, which will be developed throughout the term and all episodes released at the end of the internship. You will be working with a large team including a host, coordinating producer, writers, graphic designers, social media managers, transcriptionists, etc.

Duties and responsibilities

- -Coordinate production and publishing of podcasts and videos.
- -Assist with audio / video setup for host and guests
- -Record interviews
- -Audio and video editing and uploading to appropriate channels (YouTube / Transistor)

Requirements and General Skills

- -Experience in audio and video content development, production and management, with a primary focus on podcasts and YouTube
- -Excellent skills in audio and video editing software such as ProTools, Adobe Audition, Adobe Premier, Adobe After Effects or other appropriate / similar software.
- -Must have access to appropriate audio / video editing software as it will not be provided.
- -A passion for creating excellent, entertaining content
- -Excellent organizational and time management skills
- -Avid podcast consumer

Required Skills or Interests

Additional Information

Internship Background:

The Department of Veterans Affairs' Digital Media Engagement Team internship is one of the largest and most established internship programs available through the Virtual Student Federal Service. This past year, our internship has hosted over 300 interns in various departments and leadership positions. If you want to join a team that is well structured and will offer meaningful work that will help you build skills that you can add to your resume, then we strongly encourage you to apply to our team.

For more information please visit https://dmeinterns.org/

Language Requirements

None